

LIFE INSURANCE

Full-time employees receive Group Term Life Insurance equal to one times your annual base salary. The benefit is effective the first of the month following 30 days of employment.

Additional (voluntary) Group Term Life benefits (employee, spouse, child(ren)) available.

EDUCATIONAL ASSISTANCE

The City provides a tuition assistance program to assist you with the cost of tuition. Ask your supervisor or contact Human Resources for details and to apply for this benefit. Approved for FY-2020.

FLEXIBLE SPENDING ACCOUNTS

The City offers a dependent care and healthcare flexible spending account where you can set aside pre-tax dollars to pay for eligible dependent care, medical, dental, and vision care expenses. Maximum contribution limits apply.

PARKING

Employee parking provisions are location specific.

RETIREMENT PLANS

Civilian employees are eligible to choose from two defined benefit retirement plan options with 100% vesting after ten (10) years of service.

ADDITIONAL RETIREMENT BENEFIT

The City offers a **Defined Contribution Plan – Retirement Health Savings Plan** – for full time new hires. The City

contributes tax-free dollars prorated according to number of months worked in your first fiscal year, annual budget determined contribution amounts thereafter. You are able to manage your investment. Once you have 10 years of service with the City, and you retire, you can access the funds (tax free) to pay for eligible medical expenses in retirement.

RETIREMENT 457 PLAN

Employees may choose to enroll in a 457(b) plan offered by Nationwide Retirement Solutions and MetLife. Deductions are pre-tax.

AFLAC/ALLSTATE AND LEGAL RESOURCES

AFLAC/ALLSTATE provides voluntary supplemental insurance coverage. Legal Resources provides the voluntary benefit of legal consultation on a variety of issues. Both benefits are employee paid.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP provides employees and their immediate household with free/confidential assessment, short-term counseling, prevention, and education and referral services to help in resolving a variety of problems.

CREDIT UNION / BANK AT WORK

Employees may elect to join Nymeo credit union or SECU credit union. Bank at work programs are available with Bank of America, BB&T, and PNC Bank. Direct deposit, loans, credit cards, auto club discounts and more may be available. Employees must show City ID for special benefits.

THE CITY OF FREDERICK EMPLOYEE BENEFITS SUMMARY

*A Variety of Benefits Options
To Serve Employee Needs*



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FY-2020

EMPLOYEE BENEFITS

The City of Frederick offers a wide variety of benefits to full-time employees. Please refer to actual plan booklets or contact the Human Resources Department if you have any questions.

HOLIDAYS

The following ten (10) days are designated as regular paid holidays for appointees and full-time employees: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, and Christmas Day.

Eligible employees also receive two (2) floating holidays—one to be used in the first six months of the fiscal year and the other for the second six months of the fiscal year.

VACATION TIME

Full time employees accrue vacation monthly and earn ten (10) days of paid vacation during the first year of service. New employees must work 90 days before being eligible for paid vacation time. The amount of earned time increases based on years of service.

SICK TIME

Eligible employees accrue one (1) day per month with an unlimited maximum.

FAMILY MEDICAL LEAVE

Up to twelve (12) weeks of approved Family Medical Leave is available to employees who have worked for The City for at least twelve (12) months and with at least 1,250 hours of service.

BEREAVEMENT LEAVE

Three (3) working days off with pay will be granted to attend funeral services for the death of an immediate family member. If traveling 200 or more miles, an additional two (2) working days will be granted. Four (4) hours leave will be granted in the event of a death of someone other than an immediate family member.

DISABILITY LEAVE

The City pays premiums for eligible employees to receive 50% of base pay up to \$500 per week for up to 13 weeks for a non-work related injury or illness (short-term disability insurance) and up to \$7,500 per month from week 13 of a non-work related disability up to age 65 so long as the employee continues to meet the definition of "disabled" (long-term disability insurance). Full-time employees are eligible for this benefit effective the first of the month following 30 days of employment.

MILITARY LEAVE

An Employee will be paid his or her full pay, in addition to the employee's military pay for up to fifteen (15) days. Provisions are in place for longer periods of military service. Please see the Employee Policies and Procedures for complete guidelines.

COMPENSATORY TIME

Non-exempt employees may elect to receive paid compensatory time off at the rate of one and one-half hours for each hour of overtime worked in lieu of monetary payment for overtime, with the prior approval of their supervisor. Employees may accrue a maximum of 240 hours of comp. time.

Exempt employees may receive compensatory time for hours worked beyond the regular workweek. Comp time for these employees is calculated at straight time. The maximum accumulation is 120 hours.

HEALTH INSURANCE

Eligible employees may choose from one of three (3) Open Access health plans offered by CIGNA. Benefits are effective the first of the month following 30 days of employment. Plans include prescription coverage. The City and the employee share the cost of this benefit. This benefit is available pre-tax.

VISION INSURANCE

Eligible employees may enroll in Group Vision Insurance, effective the first of the month following 30 days of employment. The employee pays 100% of the premium cost via payroll deduction, and this benefit is also available pre-tax.

DENTAL INSURANCE

Eligible employees may elect to enroll in one of two Group Dental Insurance Plans (a DPPO Plan and a DMO Plan). Benefits are effective the first of the month following 30 days of employment. The employees pay 100% of the cost. This benefit is also available pre-tax.